

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

11 DEC 1997

AEAGA-CE (690-307)

CPD Letter 307-97-05

Conversion of Veterans Readjustment Appointment (VRA) Employees

1. PURPOSE: To establish procedures for the conversion of a VRA appointee from an excepted VRA appointment to a career or career-conditional appointment.

2. REFERENCES:

a. 5 CFR 307.

b. USAREUR Supplement 1 to AR-690.301, 7 November 1995, Overseas Employment.

3. FILING INSTRUCTIONS: IAW Marks instruction, file in office file numbered 690-307.

4. GUIDANCE:

a. A VRA is an appointment which leads to competitive status and career or career-conditional tenure upon satisfactory completion of service and any required training. The procedures contained in this policy letter will insure that all VRA program requirements are met prior to converting a VRA appointee from an excepted VRA appointment to a career or career-conditional appointment.

b. Those VRA appointees with more than 15 years of education are not required to have a training plan. All other VRA appointees must have a training plan and must complete the training plan prior to conversion to career/career-conditional status. The VRA training plan may include any appropriate training such as on-the-job training, classroom training, apprentice-type training, correspondence training, or a combination of these training methods.

c. Supervisors, in conjunction with the appointee, will develop an appropriate training plan and forward a copy to the Civilian Personnel Operations Center (CPOC) for filing in the employee's Official Personnel Folder (OPF). CPOC training specialists will advise supervisors on the development of the training plan when needed. The VRA appointee's supervisor will monitor progress toward completion of the training plan. The appointee is responsible for keeping management informed of training plan progress if the training plan consists of non-work site training, such as college or vocational-technical school training.

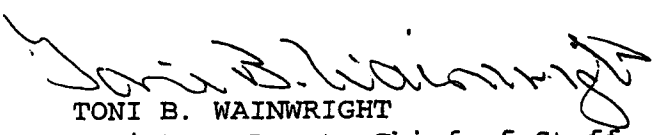
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(VRA) Employees

d. At the time of appointment, the VRA appointee's supervisor will be given a copy of this policy memorandum and the instruction sheet (enclosed) that details the supervisor's responsibilities in the VRA process. Ninety days prior to the conclusion of the two-year period of excepted service, the servicing Civilian Personnel Advisory Center (CPAC) specialist will send notification to the supervisor that the VRA appointee is eligible for conversion to career-conditional or career status. Absent notification by management that there is a problem with the employee's performance or with completion of the training plan, the CPAC specialist will notify the CPOC, Information Services Division, thirty days prior to conclusion of the two years to initiate the conversion action.

e. The effective date of the employee's VRA appointment is also the effective date of the employee's overseas rotation agreement. For employees with no prior DOD appropriated fund service in the foreign area, the agreement will be for 3 years. For employees with prior DOD appropriated fund service in the foreign area, the agreement will be for a period long enough to allow conversion to career or career-conditional appointment, plus at least 6 months after the conversion.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

Encl
as


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SUPERVISOR'S GUIDE TO
MANAGING A VETERANS'
READJUSTMENT APPOINTMENT (VRA) EMPLOYEE

1. You have elected to support the employment of veterans by utilizing a VRA. A VRA includes a guarantee of training for the appointee, except in those cases where the appointee has more than 15 years of formal education. (Note: A VRA employee with more than 15 years of education may participate in training programs on the same basis as other employees in the agency). In order to insure that all the goals of the VRA program are met, you must develop and monitor a training plan for your new employee. A written training plan should be developed within two weeks of the new employee's entrance on duty. The training plan should establish general milestones that can be used to measure progress. While not an absolute requirement, we also recommend that both you and your employee sign the training plan, signifying your joint agreement to complete the items contained in the plan. The completed training plan should be forwarded to the CPOC for filing in the employee's Official Personnel Folder (OPF).

2. Types of training programs:

a. On-the-job training (OJT): This is, by far, the most common type of training utilized by VRA appointees and their supervisors. A basic OJT plan can be constructed by identifying the major work functions in which the appointee will be trained and the number of hours of training required in each of these functions. If managers wish, they may go beyond the minimum requirements and specify expected outcomes, performance criteria, specific instructors, etc. The plan may be as elaborate or as simple as is necessary to meet the needs of management and the appointee.

b. Formal Classroom Training: VRA appointees, interested in pursuing a program of formal education on their own time, may establish a training plan that incorporates these goals. For example, a VRA appointee may agree to complete a specified number of college courses or a specified number of clock-hours of vocational-technical training, within the two-year excepted service period.

c. Correspondence Training: The supervisor may identify specific correspondence courses, such as those offered by OPM or DA, that would be beneficial to the employee in the new job. The employee would agree to complete a reasonable number of these courses during the period of excepted service.

d. Combination training: A training plan might consist of a basic correspondence course, followed by OJT, or OJT and classroom training. There is no restriction on which sources may be used together, but the training plan should set realistic achievement goals for the two-year period of excepted service.

e. Other training: If you believe that you have some other form of training, or if you are unsure about some aspect of your training plan, please contact your training specialist.

3. At the conclusion of the two-year period of excepted service, the VRA appointee will be converted to career or career-conditional status. This process relies upon you, the supervisor, to insure that the training requirements of 5 CFR 307 are successfully completed. If your VRA employee fails to complete the training program, or if your employee has performance problems, you should advise your servicing CPAC Staffing Specialist at the earliest possible date. This is why it is very important that you monitor the progress of your VRA employee through the entire two-year excepted service period.